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CONFIDENTIAL

5 March 1954

MEMORANDUM FOR: Deputy Assistant Director for Personnel

SUBJECT: Aircraft Trip Insurance

ILLEGIB

REFERENCE: Memorandum Dated 26 February 1954 from [redacted]
Assistant Director for Personnel to Chief, Process-
ing and Records Division, Subject as Above

1. In accordance with reference memorandum, the feasibility of assisting out-processing air travelers in obtaining air trip insurance has been investigated. It is the opinion of the undersigned that such a service is both feasible and desirable, and that the service can be handled satisfactorily for Agency employees checking out through Central Processing Branch.

2. It is proposed that the matter be handled in the following manner.

a. Central Processing Branch

1) During the initial out-processing interview, CCB will brief the employee on insurance programs sponsored by the Agency.

2) CCB will have the employee execute applicable portions of the Insurance Questionnaire in duplicate (Attachment A).

3) If the employee does not elect to participate in any of the insurance programs, such information will be reflected in the questionnaire over his signature. The briefer will then execute both copies of the questionnaire and forward the original to the Transactions & Records Branch to be filed in the employee's personnel folder.

4) If the employee states that he is currently participating or desires to participate in any of the insurance programs, such information will be reflected in the questionnaire, and the briefer will immediately arrange an interview for the traveler to discuss his needs and desires with a representative of Employee Services Division. The

OFFICE OF PERSONNEL

FORMS MANAGEMENT PROGRAM

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15 MAR 1954

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DOCUMENT NO.

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NEXT REVIEW DATE:

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briefers will execute the appropriate portions of the questionnaire, and the employee will take along both copies to the Insurance and Claims Branch for his interview.

b. Insurance and Claims Branch

1) During the interview with the employee, Agency sponsored insurance programs will be explained, and the necessary forms for the desired policies will be executed.

2) Cash payment or authorization for payroll deductions will be obtained from the employee.

3) Appropriate portions of the insurance questionnaire will be executed, the original copy will be forwarded to the Transactions & Records Branch for filing in the personnel folder, and the carbon copy will be forwarded to CPB for their retention.

b) All policies and papers pertaining thereto will be retained in the Insurance and Claims Branch.

3. It will be noted that the above procedure and Attachment A will be designed to cover not only air trip insurance but all other insurance programs sponsored by the Agency as well.

4. With specific reference to air trip insurance, the Insurance and Claims Branch will report monthly premiums to the [redacted] the policies issued during the month, and will make payment for the entire group with a check drawn on the bank account now used for Government Employees Health Association, Inc. The accounting for each policy will be made on a form prescribed by the insurance company and will contain only the information filled in on Attachment B of this memorandum. No reference will be made to the name of the employee, his beneficiary or the employee's destination unless or until it becomes necessary to collect on the policy, at which time, of course, it will be necessary to submit the completed policy (Attachment C) to the insurance company.

5. Attention is invited to the fact that the proposed procedure is applicable only to employees of the Agency.

6. This program can be placed in effect within twenty-four hours of final approval.

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[redacted] Chief
Employee Services Division

[redacted] Chief
Processing & Records Division

Attachments:

- A - Insurance Questionnaire
- B - Application for Insurance
- C - Aviation Ticket Accident Policy

Distribution:

- O&I - Addressee
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ATTACHMENTS